



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date August 14, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: AUG 30 1974 Application No.: 74-337 Date Completed: SEP 11 1974	
2. Agency Application No. OPR-sp-2		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Planning and Research, special projects 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Glenn Davis	
				5. Working Title Chief, special proj.	
				6. Tel. No. 5160	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972-date		9. Exact Series Title STATE LEGISLATIVE PACKAGE FILE			
10. What is the function of the office in which this record series is created? The special projects section of the Office of Planning and Research is responsible for: the following functions: the analysis, evaluation, research, or codification of the Department's position on special issues and areas of interest which are not in the purview of any other division; the analysis of federal legislation to determine its specific effect on Georgia and its progress through the Congress; the development and drafting of a Departmental legislative package for presentation at the next session of the Georgia General Assembly; service as a clearinghouse for A-95 and A-85 Project reviews, environmental impact statements, and pending federal legislation; to provide technical staff assistance to the Commissioner and Director of OPR; and to fulfill the staff function and to provide all necessary assistance needed to develop an Environmental Education Master Plan.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: the coordination, development, and revision of a Departmental legislative package for presentation to the next session of the Georgia General Assembly. Included are: correspondence and memorandums between OPR Director and staff, Commissioner, state legislators, and other interested parties; Departmental position and policy statements on specific legislation; Composite Status Reports on the DNR legislative package; House and Senate Roll Call sheets; Summary of Legislation; official staff reports; maps of areas effected by proposed legislation; brochures, pamphlets, and other published material pertaining to a specific piece of legislation; drafts and finished copies of proposed and approved legislation of interest to the Department. File is arranged: alphabetically by subject, title, or area of legislation.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		3	5	.05	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				30 30 30 30	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [X] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [X] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [X] | [] |
| 18. Could the function be performed if the files were lost or destroyed?
Legislative package function would be jeopardized | [] | [X] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file? | [] | [X] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [X] | [] |

24. REQUIREMENTS. The following requires the files to be kept Permanently

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

Retain permanently for research and reference purposes. Legislation and supporting documents in the current DNR legislative package will be useful to the special projects staff and the Department to draft or update similar legislation at a later date. Possible historical value.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.

[X] Other: (Specify)

Retain in current files area until the General Assembly takes final action on a piece of legislation in the DNR package or the legislation is no longer of interest to the Department and ceases to be "tracked" by the special projects staff; place the folder for the legislation and supporting material in an inactive file. Cut off the inactive file each fiscal year; hold in current files area 1 year; then retire to State Archives for permanent retention.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Hearn</i>	8/14/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>W. Danielson</i>	8/19/74
	[X] Approved [] Disapproved		
	State Auditor/Designee	<i>William M. Dixon</i>	9-9-74
	[X] Approved [] Disapproved		
	Secretary of State/Designee	<i>Carroll Hart</i>	9-5-74
	[X] Approved [] Disapproved		
	Attorney General/Designee	<i>R. B. Threl</i>	9-10-74
	[X] Approved [] Disapproved		

STATE RECORDS
COMMITTEE

STATE LEGISLATION FILES

GENERAL LEGISLATION

1975 LEGISLATIVE PACKAGE GENERAL CORRESPONDENCE

1974 " " " "

1973 " " " "

1974 LEGISLATIVE ACTIVITY

1973 " "

1972 " "

BILLS OPPOSED BY DNR 1973

1973 BILLS IN PREPARATION

1971 LEGISLATIVE ACTIVITY

1971 LEGISLATION (NOT PASSED, GEN.)

CITIZENS ENV. SUITS IN PREPARATION

CRITICAL AREAS: HB 467 PROTECT & USE

CRITICAL AREAS: PROTECTION USE II

VITAL RESOURCE ACT

1974 LEGISLATIVE PACKAGE

ANTIQUITIES ACT AMMENDMENTS

BLUE RIDGE PARKWAY

HB 1526: Conservation Ranger Retirement

HB 1731: CONSERVATION RANGER CLASSIFICATION

SB 664: CRABBING BILL

COASTAL MARSHLANDS ACT AMENDMENTS

HB 1340 HERITAGE TRUST COMMISSION

LIABILITY PROTECTION ACT

HB 1446 LIVERY BOATS

ORRVs

OFF-ROAD VEHICLE BACKGROUND INFO.

HB 1992: OIL AND GAS ACT OF 1974

FLOOD PLAINS

SAND DUNES HB 423

EROSION&SEDIMENTATION ACT HB 1070

SAND DUNE PROTECTION

HB 1597 POWER TO GIVE GRANTS

POWER PLANT SITING IN PREPARATION

PROJECT REVIEW

REQUIREMENTS FOR LICENSE AGENTS

SB 662 - SHRIMP POUND

SB 663 - SURETY BONDS

SB 557 - VITAL AREAS ACT OF 1974

VITAL AREAS BACKGROUND INFO HB-1677

VITAL AREAS ACT OF 1974

HB 1735 - GA. WATER QUALITY CONTROL
ACT

HB 1871 - WATERWAY PROTECTION ACT

STATE

AFFIRMATIVE ACTION

"BOTTLE BILL"

COASTAL ZONE MANAGEMENT

COMMITTEE MEETINGS

COMMITTEES OF THE GENERAL ASSEMBLY

CORRESPONDENCE

DNR-BUREAUCRACY

DNR-PROGRAM INVENTORY

ENVIRONMENTAL QUALITY AND STATE GOVERNMENT

HERITAGE TRUST (OUTDOORS IN GEORGIA)

JOINT TAXATION COMMITTEE

LAND USE

LAND USE ASSESSMENT STUDY COMM.

LAND USE ASSESSMENT STUDY COMM. CORRESPONDENCE

LAND ASSESSMENT - FOREST LANDS

LEGISLATIVE PACKAGE

LEGISLATIVE PACKAGE 1975

LIMITING LIABILITY

LUP REPORTS

METROPOLITAN AREA PLANNING AND DEVE. COMM. 1973, METRO RIVER PROTECTION ACT 73

NATIONAL GOVERNOR'S CONFERENCE POLICY POSITIONS 1973-74

OPEN SPACE

OFF-ROAD VEHICLES

OFF-ROAD VEHICLES - BACK-UP

OFF-ROAD VEHICLE LEGISLATION - OTHER STATES

OIL SPILLS

OIL SPILL LEGISLATION - OTHER STATES

PARKS AND ACQUISITION (CALIF. PARK BOND ACT)

PROPERTY TAX, AD VALOREM TAX RELIEF LAND ASSESSMENT

PROPERTY TAX - STUDIES

PROPERTY TAX - OTHER STATES

STATE FILES - Page Two

STATE AGENCIES - NATURAL RESOURCES

STATE PARKS BILL - LA.

SAVE THE FOX

SCENIC TRAILS

SIRS (STATEWIDE INFORMATION REFERRAL SYSTEM)

STATE-LOCAL GOVERNMENT COORDINATION STUDY

VITAL AREAS COUNCIL REPORT ON LAND USE